

Phoenix Program
Process Definition – General Ledger

Process	<i>Review Allotment</i>
Process Number	<i>BD – 028</i>

Description of Process

The Analyze Controlled Budgets inquire menu options let you review the budget information you enter, including journal entry detail for posted transactions. These panels display changes you make, available balances, current totals, and much more. In a series of inquiry panels, the last panel in the series provides a Print button that enables you to print a report of the journal detail that appears in the lower, scrolling portion of the panel.

Inquiring on allotments involves two panels—Available Funds and Journals.

Input to Process

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Output of Process

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Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Analyze Controlled Budgets, Inquire	Allotment Inquiry

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Business Process Description

Process Description	Responsibility (Agency/ Centralized)
<p><u>AVAILABLE FUNDS PANEL</u></p> <p>Step 1: Enter Budget Keys</p> <p>Enter the Budget keys for the budget you would like to review or enter your Business Unit and press OK. When you press OK, a list box with all your budgets appear, select from the list the budget you would like to review.</p>	Agency
<p>Step 2: Reviewing Available Funds for an Allotment</p> <p>This panel gives a status of the amount allotted from the Appropriation Budget. That is, one can see the total allotted, pre-encumbered, encumbered, expended and remaining spending amounts.</p> <p><u>JOURNALS PANEL</u></p> <p>Click the Search button to review detailed, posted activity for this allotment on a journal-by-journal basis.</p> <p>Click the Print button to print a report of these journals. The report will initially be displayed in a Crystal Application, then if you click the print icon within the Crystal Application the report will print.</p>	Agency

Forms Used with Process (#)

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Process Flow Diagram (if appropriate):

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Process Signoff

Tested By
Date Tested

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AVAILABLE FUNDS PANEL

Analyze Controlled Budgets - Inquire - Allotment Inquiry

File Edit View Go Favorites Inquire Report Help

Available Funds Journals

Unit:	Scenario:	Fund:	Org:	Program:	Sub-Cls:	BY:	Account:
40100	FINAL	A	401A15	ALL	300	2001	000000

Description: Amendment Number 001

☒ YTD Totals ☐ Segment Total Thru Segment: **4** Periods Per BY: 4

Allotted Amount:	565,673.00
- Pre Encumbered Amount:	0.00
- Encumbered Amount:	0.00
- Expended Amount:	426,748.33
Remaining Spending Authority:	138,924.67

FNVOLTST Available Funds Update/Display All

JOURNALS PANEL

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Analyze Controlled Budgets - Inquire - Allotment Inquiry

File Edit View Go Favorites Inquire Report Help

Available Funds Journals

Unit: 40100 **Scenario:** FINAL **Fund:** A **Org:** 401A15 **Program:** ALL **Sub-Cls:** 300 **BY:** 2001 **Account:** 000000

Description: Amendment Number 001

Journal	Trans Date	Segment	Monetary Amount	Journal Line Description
0000497788	06/28/2000	1	565,673.00	A01001
0000497788	06/28/2000	2		A01001
0000497788	06/28/2000	3		A01001
0000497788	06/28/2000	4		A01001

FNVOLTST Journals Update/Display All